

DDA 78-0806/10

10 APR 1978

MEMORANDUM FOR: Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Acting Legislative Counsel
Inspector General
Comptroller
Director, Equal Employment Opportunity
Assistant for Public Affairs

FROM : John F. Blake
Deputy Director for Administration

SUBJECT : Procedures Governing Release of CIA Information to
the Public

REFERENCE : Multiple addressee memorandum from DDA dtd 28 February
1978, Subject: Release of CIA Information to the
Public

1. All of you have responded to my request for comments on the report of the Agency working group to study release of CIA information to the public. Thank you for the time and obvious thought which you gave to this important subject. It is apparent that there are large areas of consensus in how we should proceed on this important matter of protecting the Agency from inappropriate releases of information, although there are some areas of disagreement. Taking all of your comments into account, I have decided to take the following specific actions, most of which were recommended by the working group.

a. We will establish an IRC Working Group (referred to in the past as a "sub-IRC"). This group will be under the chairmanship of my Assistant for Information and will include representatives of the OGC, OLC, PAO and each member of the IRC. "I see this group as providing a forum in which policy questions concerning information release can be staffed out and in many cases resolved without directly involving the senior managers who comprise the IRC. Obviously, policy differences which cannot be resolved by the Working Group can and should be referred to the IRC for resolution." I hereby request each IRC member, the General Counsel, the Acting Legislative Counsel and the Assistant for Public Affairs to designate a senior officer to represent them on this new IRC Working Group.

b. We will establish a Senior Review Panel in the Information and Privacy Staff with responsibility for final detailed review of every document released under the FOIA, the Privacy Act, and Executive Order 11652. Once we have some experience, we may find other review functions which the Panel can usefully perform. We have begun the search for part-time personnel; suggestions about personnel who might be assigned to this small three- or four-person group are welcome.

c. With the establishment of the IRC Working Group and the Senior Review Panel, it seems unnecessary to designate a senior officer referent whose task it would be to alert management to potential problems.

d. There is agreement that we need more and better training of personnel involved in the information release process. I will task the Chief, IPS and the Director of Training to review all current training in this area and to propose suitable enhancements.

e. In a related move, I will task the Director of Training to include training in classification and declassification in basic orientation courses and in specified specialized training courses.

f. As suggested by the working group which studied this problem, I will expect the new IRC Working Group to arrange for periodic cross-directorate meetings ("rap" sessions) of persons involved in the information release process.

g. The need for a unified set of Agency declassification guidelines has been met by work carried out by the new Records Review Branch in the Information Systems Analysis Staff. The new version of the Executive order on classification has just been received, so we should be able to begin work on classification guidelines in the near future. The need for better definitions of sources and methods is being met by the work done on the new charter legislation.

h. It being the majority view that a centralized index of released material should not be established at this time, I am taking no action on this matter.

2. Again, I wish to express my appreciation for the assistance which you have all provided in this effort to enhance our ability to control the flow of Agency information into the public domain.

/s/John F. Blake

John F. Blake

AI/DDA [redacted] ydc (7 Apr 78)

Distribution:

Original - D/NFAC

1 - Each other addressee

1 - DDA Subject

1 - DDA Chrono

1 - AI Chrono

- 2 -

20 March 1978

NOTE FOR: DDA

FROM : AI/DDA

STATINTL

SUBJECT : [REDACTED] Report" on Release of Information to the Public

1. As a lead-in to our discussion of the reactions to the " [REDACTED] Report," I have jotted down some observations. We can group the recommendations in the report into three categories: those overtaken by events, those on which there is effective agreement, and those which we may call controversial. In the "overtaken" category I would place Recommendation 3.a. on the Senior Review Panel (on which a status report has been prepared), Recommendation 3.c.-2 on formal distribution of information on problems (our FOIPA Newsletter covers this need), and Recommendation 3.d. on developing a definition of sources and methods (under active consideration as part of the Charter legislation).

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2. The "no contest" recommendations (with proposed implementation action) are:

ILLEGIB

3.c.-1 More and better training of personnel who become involved in the information release process. (Concur: DDO, NFAC, DDS&T, PAO, OLC, OGC, EEO; No Comment: IG, O/Compt)

John

Action: Task C/IPS and D/TR to review all current training in this area and propose appropriate enhancements.

ILLEGIB

3.c.-3 Establish a sub-IRC Agency working group. (Concur: DDS&T, NFAC, OLC, OGC, EEO; Actively Support: DDO, PAO. IG links to Senior Review Panel but concurs, urging OGC participation, which was intended anyway)

John

Action: Memo from DDA to IRC members, OGC, OLC, PAO formal establishing sub-IRC, under chairmanship of AI/DDA. First task, develop charter and determine if we need to amend Federal Register description of our procedures.

3.c.-5 Integrate OLC and PAO more fully into information release procedures. (Concur: DDO, NFAC, DDS&T, OLC, PAO, EEO, IG)

Action: Their participation in the sub-IRC should take care of this need. They could also be invited to attend IRC meetings as observers.

3.c.-6 Encourage working-level "rap" sessions. (Concur: DDO, NFAC, DDS&T, PAO, OLC, OGC, EEO; No Comment: IG, O/Compt)

Action: Direct sub-IRC to arrange for periodic cross-directorate meetings of persons involved in release process.

ILLEGIB

3.f. Task D/TR to include training in classification and declassification in basic orientation courses and in some specialized courses. (Concur: DDO, DDS&T, PAO, OGC, OLC, EEO; Other: NFAC sees management responsibility but agrees OTR can help, and IG sees such training to be dependent on establishment of Agency guidelines discussed in Recommendation 3.e.)

Action: Already started (see attached memo to D/TR). I suggest that we direct C/ISAS to expand the dialogue with OTR to encompass this recommendation.

3. Only three recommendations fall in the "controversial" category. They are:

3.b. A centralized index of released material should not be established at this time.

DDO, DDS&T, OLC, OGC, PAO, EEO all concur. NFAC observes that a clear statement of management's requirements should be set forth, but does not say how these requirements should be developed. ?

The IG thinks the group sidestepped the issue, and reiterates the concerns previously voiced about costly, ill-coordinated and inadequate existing systems. As before, the IG position seems predicated on the assumption that comprehensive knowledge about releases is attainable. CIA has wrestled for 30 years with the problems of effective access to accumulations of data, and in every case has had to make

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major investments in manpower to maintain such access. Witness DDO's STAR, CRS's Aegis and other retrieval systems, etc. In the 1976 review of this problem, [REDACTED] wanted a single data base which would instantaneously tell the DCI everything that had been said by CIA on any topic. The IG position seems to reflect a similar desire. I do not believe such a system will ever be possible.

The Comptroller observes that he is unconvinced by the report and appears to ally himself with the IG on this issue.

3.c.-4 Designate a referent to alert management to potential problems.

DDS&T, EEO, OLC, OGC concur. DDO supports, and nominates the AI/DDA. PAO supports, and nominates the PAO. IG and Comptroller did not comment, but NFAC noted that the decision to establish a Senior Review Panel obviated the need for a referent.

I believe NFAC's view is correct, and that the others would agree if the recommendation were reviewed by all in light of your decision to establish the Panel. *ok*

3.e. Defer development of a unified set of Agency classification/declassification guidelines until the new Executive Order on classification is published.

ILLEGIB

[REDACTED]

DDO, NFAC, DDS&T, PAO, OGC, OLC and EEO concur. The IG disagrees, stating work should begin now. He also criticizes the report for not assigning responsibility for developing such guidelines. His criticism is ill-informed; ISAS has this responsibility and has in fact done much to prepare for the new Executive Order.

I am told we can expect a new draft of the new Executive Order on classification this week (20 March), so this recommendation may soon be overtaken by events.

STATINTL [REDACTED]

Att: a/s

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Approved For Release 2001/09/05 : CIA-RDP81-00142R000600030004-2

Approved For Release 2001/09/05 : CIA-RDP81-00142R000600030004-2

DD/A Registry
78-1602

10 MAR 1978

STATINTL

MEMORANDUM FOR: Director of Training
FROM : [REDACTED]
Assistant for Information, DDA
SUBJECT : New Agency Classification Training Program

1. Recent experience with the development of a new Executive Order to replace E.O. 11652 has caused us to focus our attention anew on classification, and we have become convinced that the Agency needs to do more to train its personnel to be more discriminating when they classify documents. The attached brief study reflects some of the thinking which has been done on this subject in the Information Systems Analysis Staff. The study contains the logical suggestion that ISAS and Office of Training work together to develop a program which will meet the Agency's requirements.

2. I would be most grateful if you would identify a staff officer who can meet with the Chief, ISAS and some of his people to pursue this matter further. Given the likelihood that the new Executive Order will be signed in June, it is important that we get started on this task as soon as possible.

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[REDACTED]

Attachment: a/s

Distribution:

- Original - Adse w/att
- 1 - AI/DDA w/att
- 1 - C/ISAS w/att
- 1 - Chrono wo/att

STATINTL
AI/DDA, [REDACTED] :jkb (9 Mar. 78)

22 February 1978

THE NEED FOR CLASSIFICATION TRAINING

There are basically two areas in which to concentrate training: the rationale for applying classification to information, and the mechanics of doing so. Both areas of training should be provided, with varying emphasis, to all employees, including supervisors, mid-level managers, and senior executives. In addition there should be general promotion of the concepts of propriety in classification and accountability for classification decisions.

Means of training that should be exploited include on-the-job training; component-sponsored workshops; formal OTR courses on classification; "canned" packages, including audio-visual presentations and classification exercises, that can be tailored to various functional courses, institutes, seminars and conferences sponsored by OTR and components; and external courses, conferences, meetings, and seminars-- as well as brochures and perhaps posters for general distribution throughout the Agency. A primary consideration in using these various means is that an employee should be equipped with the knowledge necessary to exercise classification authority at the time it is delegated.

Training Resources

Classification management is the responsibility of the Information Systems Analysis Staff, DDA. ISAS has one individual assigned to this area. In view of the magnitude of the training required, ISAS must function in a coordinating role and draw upon resources throughout the Agency as well as those available externally. ISAS has already participated in preliminary sessions sponsored by the Interagency Classification Review Committee (ICRC) to gear up for implementing the new executive order, "National Security Information," currently in coordination among concerned Government agencies. Other agencies such as DOD and DOE have fairly well-established training and promotion programs developed under the existing executive order. They have produced audio-visual materials that can be amended in light of the new order, and in some cases tailored to Agency presentations. ICRC is planning to establish a bank of these materials from which we could draw (and to which we would be expected, in turn, to contribute). Also, the Defense Industrial Security Institute (DISI), in Richmond, Virginia, is expanding course coverage of E.O. 11652 in their two-week Information Security Management Course, in which one week is devoted to classification. DISI offers cost-reimbursable consultative service in which a team of instructors will tailor their basic course for a two-day presentation to training cadre on Agency premises. ISAS has also arranged through ICRC for briefings on classification policy, practices, and guidance in DOD, and has received

sample classification guides from various agencies. (Although other agencies have fairly well-developed classification guides covering weapons systems and other technological information with an identifiable time frame of obsolescence, they have not successfully addressed intelligence information. There is room for the Agency to take a leading role in this area.) ISAS attendance at meetings of the National Classification Management Society also provides perspective and an opportunity to discuss problems with other classification managers, but NCMS is geared primarily to the needs of the industrial government contractor.

In addition to these external sources of training information, expertise, and materials, various Agency resources will be required for the production of curriculum, exercises, and audio-visuals.

Time Frame

The new executive order is expected to become effective about 1 July 1978. The first priority in classification management once the executive order is effective is developing classification guides. This will be an Agency-wide effort, because each element of information must be defined and its level and duration of classification prescribed. The process of producing classification guides will in itself be a major training effort, and the finished product essential to on-the-job training.

The preparation and scheduling of other training curricula and materials, and their presentation and dissemination, should proceed concurrently with the development of classification guides. The first step in this area should be the formation of a small training team (classification officer, ISAS, and focal point from OTR) to formalize training requirements. Below is a general outline of areas in which to concentrate classification training efforts:

a. Familiarize employees with how the classification requirements of the new executive order differ from the present method of classification. This would be accomplished by the training team using the services of DISI.

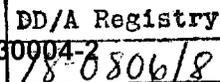
b. Develop a one- or two-day course concentrating on the mechanics of the new classification requirements with some emphasis on the rationale for making classification decisions to be offered primarily to senior secretaries, other secretaries, registry personnel, records management officers, FGI/PA officers and everyone who has classification authority.

c. Develop a one- or two-hour presentation aimed at promoting the importance of consistent and proper classification actions to be incorporated into such courses as:

- DDA Trends & Highlights
- Advanced Intelligence Seminar
- CIA Senior Seminar
- CIA Today & Tomorrow
- Freedom of Information/Privacy Act Seminar
- Introduction to CIA
- Management Seminar
- Midcareer Course
- Operation Records I and II
- Office Management Seminar
- Orientation for New Employees
- Secretarial Administration
- Survey of Records Management

d. Develop declassification guides to implement the new executive order. This task should be accomplished by a small team consisting of the declassification and classification officers, ISAS, and representatives from each Directorate. This endeavor should also be discussed with the OTR focal point for possible inclusion in OTR courses to familiarize Agency employees with this program.

e. Develop audio-visual presentations to be included in the training activities mentioned above.



14 March 1978

MEMORANDUM FOR: Deputy Director for Administration

FROM: Herbert E. Hetu
Assistant to the Director
(Public Affairs)

SUBJECT: Report of the Agency Working Group to
Study Release of CIA Information to the
Public

REFERENCE: Memorandum to DDA from [REDACTED] Same
Subject, Dated 23 February 1978

STATINTL

1. The Public Affairs Office concurs in the subject report.
2. We do have comments on some of the individual recommendations listed in paragraph 3:
 - a. Recommendation c.#3--Establishment of a sub-IRC working group parallels a plan being developed by the Public Affairs Office. We have in mind establishing a Dissemination Review Board, similar in nature to the Publications Review Board, to monitor and review the dissemination of finished unclassified intelligence reports. Of course, the proposed dissemination panel would not deal with the full range of materials released as contained in Recommendation #3, but there would be some overlap of the work of this panel and the one proposed by the working group. We suggest combining the two panels.
 - b. We also agree with Recommendation c.#3 that the sub-IRC working group should "address on a regular basis the possible impact on CIA by FOIA/PA releases of other Government agencies." The PAO expects to establish the kind of coordination among the Public Affairs Offices of the Intelligence Community that would enable the sub-IRC working group to serve this function. The PAO's establishing close working relationships with Community components is crucial to supporting the DCI as the spokesperson for the Community (directive 1-6(c) of Executive Order 12036).

-2-

c. Recommendation c.#4--The action suggested by this recommendation parallels the duties and responsibilities of the Assistant to the DCI for Public Affairs. We believe he should be named the senior official to be alerted by Agency components of any potential problems, and that he should assume the responsibility for "advising all concerned officials."

d. Recommendation c.#5--We concur that closer and more effective coordination between the PAO and OLC in the area of releases to the public is called for. Establishment of the sub-IRC working group possibly can serve to facilitate such coordination. We will, however, also be looking for other mechanisms to bring the two offices together on this matter.

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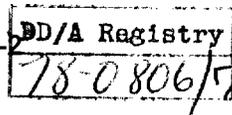

Herbert E. Hetu

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Approved For Release 2001/09/05 : CIA-RDP81-00142R000600030004-2



10 March 1978

MEMORANDUM FOR: Deputy Director for Administration
FROM : Omega J. C. Ware, Jr.
Director, Equal Employment Opportunity
SUBJECT : Release of CIA Information to the Public

I am in general agreement with the recommendations pending such further discussion as may be warranted. Clearly the recommendations proposed cause no problems in the "Community Relations" activities of the Agency and in fact provide some means to assure that they are secure.

STATINTL



Omega J. C. Ware Jr.

DD/A Registry
48 0806/6

13 1978

INSPECTOR GENERAL
78-512

MEMORANDUM FOR: Deputy Director for Administration
FROM : John H. Waller
Inspector General
SUBJECT : Report of the Agency Working Group to Study
Release of CIA Information to the Public
REFERENCE : DD/A 78-0806/1, 28 February 1978

I have reviewed the report of the Working Group and offer the following comments:

1. The Working Group's proposal to establish a sub-IRC working group may well be an adequate response to my recommendation that a central review group is needed. However, such a group should include OGC representation, and be given specific responsibilities for assessing the impact of information releases, developing classification and declassification standards, reviewing significant new requests, and spotting and alerting management to high flap potential requests and releases. The success of such a group would be, of course, dependent on the quality of personnel associated with it and the good judgement of those responsible for releasing information in bringing problems to this group's attention. Additionally, I believe the Agency needs to provide for a higher quality review of FOIA releases. Given the volume of requests, the amount of information to be reviewed, the time pressures involved, and the seriousness of mistakes in this area, the Information and Privacy Staff (IPS) should be strengthened to provide a double check on component release judgements by senior, experienced officers who would be able to substantively question component judgements and who would be qualified to spot problems in requests and proposed releases for sub-IRC or IRC attention. It is no aspersion on the hard work of the present IPS to conclude that, given the difficulties of coping with FOIA and the number of flaps and mistakes that have resulted, that additional efforts are required. The senior officers with the kind of broad background that would be needed to effectively conduct this review may be available only from the ranks of recent retirees or individuals selected for separation. The 30-year declassification group seems to have been able to attract high caliber retirees on a contract basis. A similar approach may be feasible in the FOIA review area.

While the Working Group's conclusion that the establishment of a centralized review group is infeasible may be correct, the report contains no evidence to support this conclusion and does not compare

such a group with its proposed sub-IRC working group, or provide any basis for sharing or refuting their conclusion.

2. The question of establishing a central index was, I believe, essentially sidestepped. Granted that this type of information control is complex and expensive, I do not find the evidence in the Working Group's report that would provide a basis for a management decision on the feasibility of any alternative to our present indexing and record-keeping systems. A cost-benefit analysis comparing our present arrangements with various types of centralized indexing would be necessary to set this issue at rest. There is no doubt that any form of centralized indexing would be expensive and difficult to administer, but the Working Group's report does not adequately reflect our concern that our present systems are costly, ill-coordinated, and inadequate to the task. x

3. The Working Group's recommendation that OLC and Public Affairs Office be integrated more fully into the Agency's overall information release procedures should apply to OGC as well. This would include wider knowledge of what information has been released through the judicial process as well as greater management attention to decisions on such releases. x

4. While increased training is always an attractive solution, training in classification and declassification policies are dependent on development of consistent guidelines for both activities. The report does not contain a recommendation for assigning responsibility for the development of such guidelines and for ensuring that they are consistently applied. Such responsibilities should be fixed and work on this begun and not simply deferred to a future Executive Order. x

5. Finally, I do not share the Working Group's conclusion in paragraph 2 of their report, that there have been no mistakes made in the past. There is an importance and an urgency to this difficult problem that is not reflected in the report.

STATINTL


John H. Waller

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DD/A Registry
18-0806/5

10 MAR 1978

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Release of CIA Information to the Public

REFERENCE : Your Memo to Multiple Addressees dated 28 February 1978, same subject

1. (A/IUO) Comparing the Agency Working Group report with the two earlier reports drafted during this past year on the same subject (by Messrs. [REDACTED] and by Mr. Waller), I note that significant differences in perception appear to have occurred regarding the nature of the problem and the feasibility of devising a comprehensive solution.

2. (A/IUO) The two earlier reports were very much concerned with the lack of consistency in CIA's approach to the release of information to the public, with the absence of a centrally accessible index to released information, with the possibility that CIA may be releasing too much information needlessly, and with the fact that no one is charged with assessing, on a continuing basis, the impact of information release upon the Agency's operational effectiveness. Both reports urged the immediate creation of an Agency-level component which would review information proposed for release—from a policy point of view. They both recommended, further, the creation of a central index to released information (possibly based on the DDO model), as a basis for judgment regarding future releases.

3. (A/IUO) The Working Group report appears to perceive a lesser problem. It sets up neither a special component at the Agency level for the review of information release nor a central index to released material, holding that these ideas are not practical and that they would not serve a useful purpose in relation to their anticipated comparative costs (unstated). Instead, the Working Group proposes the establishment of a sub-IRC coordinating body (including OLC and the Public Affairs Office), the designation of a middleman to alert officials to problems, formal and informal sharing of experience, and training initiatives. The recommendations by Mr. Waller to develop a definition of sources and methods and a unified set of Agency classification/declassification guidelines are deferred by the Working Group.

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ADMINISTRATIVE-INTERNAL USE ONLY

4. (A/IUO) While I respect the fact that the Working Group carefully considered the concerns and recommendations of the two previous reports in reaching its own conclusions, and while I can properly render no independent judgments on this very complex subject, this report leaves me unconvinced that the other reports were ill-founded.

STATINTL



James H. Taylor
Comptroller

ADMINISTRATIVE-INTERNAL USE ONLY

DDS&T-1110-78

10 MAR 1978

MEMORANDUM FOR: Deputy Director for Administration
SUBJECT : Release of CIA Information to the Public
REFERENCE : Your memo, Same Subject dated 28 Feb 78
(DDA 78-0806/1)

1. I have reviewed the report transmitted by reference. I agree with the recommendations of the Working Group and their comments concerning the recommendations except for recommendation 3(d).

2. Sources and methods is a key element in our authorized deletions under FOIA/PA release of information to the public. Likewise, sources and methods is a vital part of the various agreements with Committees of the Congress in releasing information to meet their needs. I consider sources and methods fundamental for the distribution of information on a need-to-know basis.

3. The Working Group at the time of their deliberations had hopes that upcoming legislation (now Senate Bill, S-2525) and a proposed Executive Order would solve the definition problem, EO 12036 did not. The proposed Executive Order to replace EO 11652 does address definitions of sources and methods, in broad terms. There are considerable differences between these definitions and those found in Senate Bill S-2525.

4. The legislation, S-2525, presents separate definitions for "intelligence source" and "intelligence method" and adds another term "intelligence-related activity". I believe these definitions need improvement. In fact I am disturbed that by separating the term, intelligence-related activity, from sources and methods one could argue that the Director's responsibility to protect sources and methods under the NSA of 1947 and CIA Act of 1949 does not apply to the protection of intelligence-related activities. Unfortunately S-2525 has now placed us on the defensive where we must negotiate with

SUBJECT: Release of CIA Information to the Public

the Congress to change their position by presenting proof that the definitions are inadequate and provide language for the definitions. I suggest we proceed with the development of appropriate sources and methods definitions and as an outgrowth establish an Agency position on these definitions with reference to S-2525 and, if it is not too late, possibly the new Executive Order to replace EO 11652.

5. I would like to commend the Working Group on their work and the obviously serious study they made of the problem areas presented in this report.

STATINTL



LESLIE C. DIRKS
Deputy Director
for

Science and Technology

DD/A Registry
78-0806/3

09 MAR 1978

STATINTL

MEMORANDUM FOR: John F. Blake
Deputy Director for Administration

FROM : [REDACTED]
Associate Director - Management, NFAC

SUBJECT : NFAC Comments on the Report of the Agency
Working Group to Study Release of CIA
Information to the Public

1. NFAC is in general agreement with the opinions and recommendations contained in the report of the Agency working group. However, the opinions expressed in paragraph 2 concerning the purpose and effect of flap post-mortems are somewhat misleading. Post-mortems are necessary so that management can determine whether or not there was dereliction of duty. Furthermore, a post-mortem can be used to review and examine the adequacy of existing request handling procedures.

2. My comments regarding the specific recommendations are numbered according to the numbering in the report and are as follows:

3.a. I understand that events have overtaken the group's recommendation and that a review panel is to be established within the Information and Privacy Staff (IPS). I concur in the establishment of such a panel.

3.b. This topic probably occupied a major portion of the group's time and effort and it is rather interesting that the conclusions reached concerning the feasibility of establishing a centralized index are about the same as those arrived at by a similar group a year ago. Perhaps the composition of the group assigned to study the problem is such that it is unable to take an entirely objective view of the matter. In order to

SUBJECT: NFAC Comments on the Report of the Agency
Working Group to Study Release of CIA
Information to the Public

avoid going the same route again, I propose that management clearly set forth its requirements by stating exactly what information/material it wants to index, at what depth and for what purpose. Also, how much it is willing to pay. Without such information, it is not surprising that the group recommended against the establishment of a centralized index claiming that it would be too expensive (without defining) and ineffectual.

At this time, NFAC does not intend to build an indexing system to control the material it reviews and releases to the public. Instead, we will continue to rely on the hard copy files maintained in the components and the index of selected material released to the public being built in IPS.

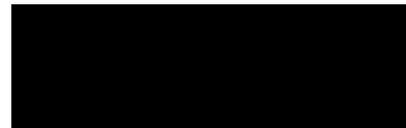
3.c. - We agree with the group's recommendations. Collectively, they will/should minimize the possibility of flaps occurring in the future. If, however, a review panel is to be established within IPS, I see no need for a designated referent as suggested in Recommendation #4.

3.d. - Concur.

3.e. - Concur.

3.f. - We consider it an NFAC management responsibility to properly train our employees in matters concerning the classification and declassification of material. Such on-the-job training could, however, be augmented by more formal OTR courses.

STATINTL



78-080611

28 February 1978

MEMORANDUM FOR: Director of the National Foreign Assessment Center
 Deputy Director for Operations
 Deputy Director for Science and Technology
 General Counsel
 Acting Legislative Counsel
 Inspector General
 Comptroller
 Director, Equal Employment Opportunity
 Assistant for Public Affairs

FROM: John F. Blake
 Deputy Director for Administration

SUBJECT: Release of CIA Information to the Public

1. There is attached to this memorandum a report to me entitled "Report of the Agency Working Group to Study Release of CIA Information to the Public."
2. It would be appreciated if addressees would familiarize themselves with this document and then inform us as to whether they are in agreement with its recommendations.
3. Receipt of your position by 10 March would be appreciated.



John F. Blake

STATINTL

Att

23 February 1978

STATINTL

MEMORANDUM FOR: Deputy Director for Administration

FROM : ██████████ Chairman
Agency working Group to Study Release of CIA
Information to the Public

SUBJECT : Report of the Agency Working Group to Study Release
of CIA Information to the Public

REFERENCES : (a) Memo for A/DDCI from Michael J. Malanick dated
8 Nov 77, Subject: Establishment of an Agency
Working Group to Study Release of CIA Informa-
tion to the Public

(b) Multiple addressee memorandum from John F. Blake
dated 14 Nov 77, Subject: Release of Information
to the Public

1. The Working Group established by referenced memoranda has met on numerous occasions both as a body in full and in the form of two subgroups established to study particular aspects of the question of release of information to the public. This report speaks in some detail to the recommended topics contained in paragraph 3 of Mr. Malanick's 8 November 1977 memorandum. There is a consensus among the members of the Working Group that the recommendations contained in this report should be approved for early implementation.

2. Prior to examining specific topics and recommendations, I believe it is important to note certain opinions that were expressed by various Working Group members in the course of our discussions. Primary among these opinions was the view that the release of CIA information to the public by any means involves a significant flap potential. No reasonable steps that we could take would totally preclude this risk. Yet, our goal will be to minimize the frequency and the damaging results of flaps. A second opinion and one closely related to the first is that there has been a tendency in the past two years for top management to react very strongly to what are considered to be information release flaps. In several instances a good deal of both time and effort has gone into post-mortem reviews and apparent attempts to affix specific responsibility. Obviously, post-mortem reviews are in order where there is any indication of dereliction of

duty. To date, such dereliction has not been indicated. It is the feeling of the group that unnecessary reviews and post-mortems serve only to damage the morale of the many people who, on a day-to-day basis, are required to make judgments regarding the release of information.

3. Following are specific comments and recommendations relating to the topics outlined in Mr. Malanick's memorandum:

a. Determine the feasibility of establishing a centralized group of senior persons from each of the Directorates, NFAC, and the Office of the DCI to review information proposed for release to the public and, if feasible, its location in the Agency's organization.

RECOMMENDATION:

That such a group as stated here not be established.

Comment:

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Comment:

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STATINTL

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4. None of the above recommendations is offered as insurance against future difficulties in the area of information release. Rather, they are actions which are both feasible and cost-effective and which we believe would result in demonstrable improvements in our handling of actual or potential release problems in the future.



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DD/A
Registry
78-0806/1

DD/O 78-1488

8 MAR 1978

MEMORANDUM FOR: Deputy Director for Administration
FROM: John N. McMahon
Deputy Director for Operations
SUBJECT: Release of CIA Information to the Public
REFERENCE: DD/A 78-0806/1, 28 February 1978, Same
Subject

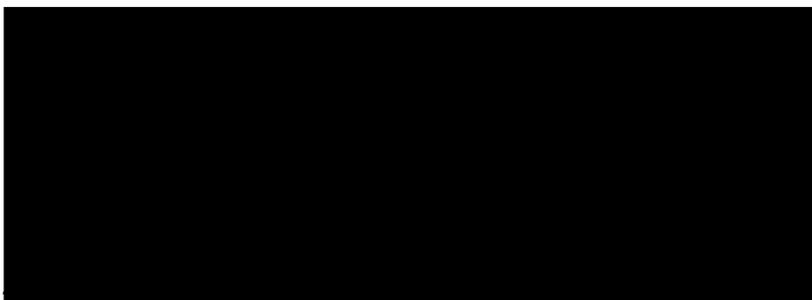
1. I am in general agreement with the conclusions in referenced report and believe that the recommendations merit acceptance. Establishment of a sub-IRC Agency working group (Recommendation 3) and the designation of a referent for alerting management to potential problems (Recommendation 4) have particular appeal. The IRC's Executive Secretary is especially well-placed to serve as chairman of a sub-IRC group and as the key figure in the alerting process. It is suggested that the DDO Information Review Officer; Chief, Information Services Staff and Chief, Privacy and Information Action Group might be designated members of the sub-IRC group. However, I would not expect all three to attend every meeting.

2. Additionally, it would be useful for me and other IRC members to have at a forthcoming meeting a brief update on the moratorium on document destruction. Responses by the Directorate of Operations to the variety of disclosure requests will be improved--and in an increasing number of cases, negative--if we can rid our repositories of holdings that are now redundant to the needs of the Directorate.


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DD/O 78-1488

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DD/A Registry
78-0806/1

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28 February 1978

MEMORANDUM FOR: Director of the National Foreign Assessment
Center
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Acting Legislative Counsel
Inspector General
Comptroller
Director, Equal Employment Opportunity
Assistant for Public Affairs

FROM: John F. Blake
Deputy Director for Administration

SUBJECT: Release of CIA Information to the Public

1. There is attached to this memorandum a report to me entitled "Report of the Agency Working Group to Study Release of CIA Information to the Public."

2. It would be appreciated if addressees would familiarize themselves with this document and then inform us as to whether they are in agreement with its recommendations.

3. Receipt of your position by 10 March would be appreciated.

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John F. Blake

Att

DDA:JFBlake:kmg (28 Feb 78)

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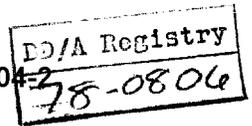
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Att: Memo dtd 23 Feb 78 to DDA fr Chmn, Agency Working Group to Study Release of CIA Information to the Public (DDA 78-0806)



23 February 1978

STATINTL

MEMORANDUM FOR: Deputy Director for Administration

FROM : [REDACTED] Chairman
Agency Working Group to Study Release of CIA
Information to the Public

SUBJECT : Report of the Agency Working Group to Study Release
of CIA Information to the Public

REFERENCES : (a) Memo for A/DDCI from Michael J. Malanick dated
8 Nov 77, Subject: Establishment of an Agency
Working Group to Study Release of CIA Informa-
tion to the Public

(b) Multiple addressee memorandum from John F. Blake
dated 14 Nov 77, Subject: Release of Information
to the Public

1. The Working Group established by referenced memoranda has met on numerous occasions both as a body in full and in the form of two subgroups established to study particular aspects of the question of release of information to the public. This report speaks in some detail to the recommended topics contained in paragraph 3 of Mr. Malanick's 8 November 1977 memorandum. There is a consensus among the members of the Working Group that the recommendations contained in this report should be approved for early implementation.

2. Prior to examining specific topics and recommendations, I believe it is important to note certain opinions that were expressed by various Working Group members in the course of our discussions. Primary among these opinions was the view that the release of CIA information to the public by any means involves a significant flap potential. No reasonable steps that we could take would totally preclude this risk. Yet, our goal will be to minimize the frequency and the damaging results of flaps. A second opinion and one closely related to the first is that there has been a tendency in the past two years for top management to react very strongly to what are considered to be information release flaps. In several instances a good deal of both time and effort has gone into post-mortem reviews and apparent attempts to affix specific responsibility. Obviously, post-mortem reviews are in order where there is any indication of dereliction of

duty. To date, such dereliction has not been indicated. It is the feeling of the group that unnecessary reviews and post-mortems serve only to damage the morale of the many people who, on a day-to-day basis, are required to make judgments regarding the release of information.

3. Following are specific comments and recommendations relating to the topics outlined in Mr. Malanick's memorandum:

a. Determine the feasibility of establishing a centralized group of senior persons from each of the Directorates, NFAC, and the Office of the DCI to review information proposed for release to the public and, if feasible, its location in the Agency's organization.

RECOMMENDATION:

That such a group as stated here not be established.

Comment:

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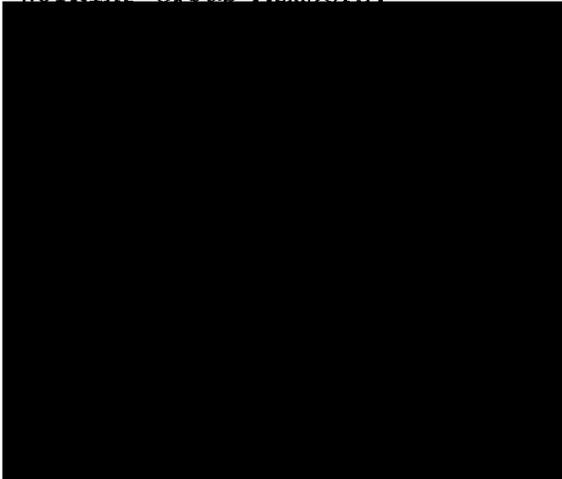
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Distribution:

IRC Members:

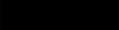
Deputy Director, National Foreign Assessment Center
Deputy Director for Operations
Deputy Director for Science & Technology

Working Group Members:



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 ydc (23 Feb 78)

Distribution:

- Original - Addressee
- 1 - Each as listed above
- ✓ 1 - DDA Subject
- 1 - DDA Chrono
- ✓ 1 - AI Subject
- 1 - AI Chrono

Approved For Release 2001/09/05 : CIA-RDP81-00142R000600030004-2

	UNCLASSIFIED		CONFIDENTIAL		SECRET
OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	MR. BLAKE			JR	
2					
3				by	
4	AI/DDA				
5					
6					
	ACTION		DIRECT REPLY	PREPARE REPLY	
	APPROVAL		DISPATCH	RECOMMENDATION	
	COMMENT		FILE	RETURN	
	CONCURRENCE		INFORMATION	SIGNATURE	
Remarks:					
<p>Attached is [redacted] report on the efforts of the Working Group on Release of CIA Information to the Public. He prepared it here, it was typed by Yvonne, and at Hal's suggestion I have signed it for him.</p> <p>Copies are going to each member of the IRC and the members of the Working Group. Would you suggest any other distribution?</p> <p style="text-align: center;">[redacted]</p> <p>Att: a/s</p>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
AI/DDA				23 Feb 78	
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